

# REQUEST FOR PURCHASE/REIMBURSEMENT

**\*YOU MUST RECEIVE APPROVALS PRIOR TO PURCHASING ANY SUPPLIES/SERVICES/EQUIPMENT\***

Date		Requestor's Name	
Phone No.		Email Address	

**PLEASE NOTE:** The Information Security Office requires all technology purchase requests for hardware and/or software be reviewed by a technical lead prior to purchase

Transaction Type (Choose One):

Reimbursement     
  P-Card Transaction Request     
  Direct Vendor/Invoice Payment

**\*\*For Food/Meals, please use the Business Meals Form\*\***

*If non-food items are purchased with food, submit both a Business Meals Form and this form*

Supplier/Person to Reimburse	
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*Description of Transaction/Items Purchased (Attach documentation such as receipts and/or quotes):*

<i>Item Description</i>					
<i>Quantity</i>					
<i>Cost Each</i>	\$	<i>Tax</i>	\$	<i>Delivery</i>	\$
<i>Total Amount This Transaction</i>		\$			

**\*Reimbursements over \$1,000 require Dean and Provost Approvals**

*Public Purpose/Technical Justification (how this relates to the project's scope of work):*

## ACCOUNT MANAGER APPROVAL

The PI/Account Manager (Name): \_\_\_\_\_ authorizes the transaction described above to

be charged to the Grant/Gift/Program Account Number: \_\_\_\_\_.

PI/Account Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_